

Module 4

Staffing Using the DCPDS

Module Overview

Introduction This module contains procedures related to recruitment and staffing.

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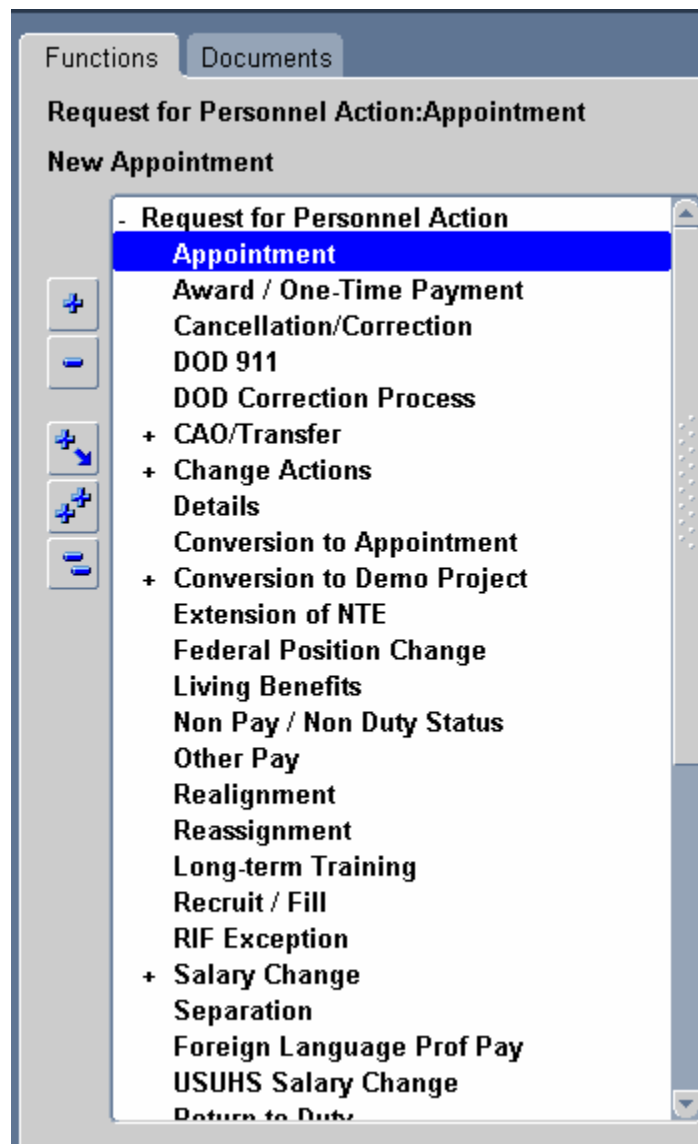
Before You Begin

- There are two ways to process staffing actions.
 1. From your **Workflow Inbox**. You respond to a Request for Personnel Action (RPA) initiated and forwarded by a manager or supervisor, or an RPA you saved to your Workflow Inbox.
 2. From the **Navigation List**. If you have been given the responsibility, you may initiate an action by accessing an RPA from the **Navigation List**.
- Once an RPA is saved, it must be routed to another person or to your Civilian Inbox.
- If you initiate an RPA and decide not to use it, you can delete it from your Civilian Inbox by using the **Clear Record** button on the Toolbar.
- When you save an RPA the first time, a Request Number displays in Part A, Block 2 of the RPA. The first five characters depict the year/month the action is initiated, the next nine are for component use, and the remaining six are a system generated sequence number. It is assigned to the Requisition, and if RESUMIX is used, it is assigned to the related vacancy announcement.
- Recruit/Fill is not a Nature of Action (NOA); it is a placeholder until the personnelist/staffer determines how the fill action will occur; e.g., appointment, promotion, reassignment, etc.
- NOAs are separated into Job Families on the **Navigation List**. For example, a Promotion, and QSI are located in the **Salary Change** menu. NTEs are located in the **Extension of NTE** menu. See the list of NOA Families in this module.
- The RPA can be printed from the inbox of the initiator or anyone to whom it has been routed. RPAs may also be printed in the **Reports** menu.
- You can view previous or subsequent RPAs on the **Notifications Summary Window** of the Workflow Inbox. Place the cursor in the Subject Column, and scroll up or down using the Up and Down Arrow Keys.
- Completed RPAs do not normally display in the Workflow Inbox. A separate folder can be set up for these actions.
- The RPA has electronic signature capability.
- The **Refresh** Button on the RPA pulls in the current person/position information to the RPA.

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Module Overview, Continued

Navigation List



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Module Overview, Continued

Menu Options on the Navigation List

The menu options on the **Navigation List** are familiar; however, there are some that may need additional information. Use of many of the menu options may be determined by your Component business rules. The following list of menu options gives a general description and where each is located in the User Guide.

Menu Option/Form	Location in User Guide/Information
Appointment	Performed as a staffing function.
Award/One-Time Payment	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Cancellation/Correction	Chapter 7, Module 4, Staffing Using the DCPDS.
DOD-911	Chapter 10, Module 4, Staffing Using the DCPDS.
DOD Correction Process-002	Chapter 7, Module 4, Staffing Using the DCPDS.
CAO/Transfer/Inter Agency	Chapter 11, Module 4, Staffing Using the DCPDS.
Change in Data Element	Performed in staffing.
Change in ART Status	Air Force unique.
Change in Duty Station	Module 2, Position Management and Classification Using the DCPDS.
Change in FEGLI	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in Hours	Module 2, Position Management and Classification Using the DCPDS.
Change in Retirement Plan	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in SCD	Performed in staffing.
Change in Tenure	Performed in staffing.
Change in Veterans Preference	Performed in staffing.
Change in Work Schedule	Module 2, Position Management and Classification Using the DCPDS.
Change Position Number	Module 2, Position Management and Classification Using the DCPDS.
Name Change	Chapter 5, Module 4, Staffing Using the DCPDS.

Module Overview, Continued

Menu Option/Form	Description/Action
Change Position Sensitivity	Module 2, Position Management and Classification Using the DCPDS.
Change Position Title	Chapter 5, Module 4, Staffing Using the DCPDS.
Details	Performed in staffing.
Conversion to Appointment	Performed in staffing.
Extension of NTE	Module 4, Staffing Using the DCPDS, Chapter 7.
Federal Position Change	Chapter 5, Module 4, Staffing Using the DCPDS.
Living Benefits	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
NonPay/NonDuty Status	Module 5, Workforce Relations Using the DCPDS.
Other Pay	Performed in staffing.
Realignment	Chapter 5, Module 4, Staffing Using the DCPDS.
Reassignment	Chapter 4, Module 4, Staffing Using the DCPDS.
Long-Term Training	Army unique.
Recruit/Fill	Chapter 4, Module 4, Staffing Using the DCPDS.
Return to Duty	Performed in staffing.
RIF Exception	Performed in staffing.
Salary Change	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Separation	Chapter 10, Module 4, Staffing Using the DCPDS
Foreign Language Prof Pay	Performed in staffing.
USUHS Salary Change	Navy unique.
Mass Realignment	Chapter 6, Module 4, Staffing Using the DCPDS.
Mass Appraisals	Chapter 2, Module 5, Workforce Relations Using the DCPDS.
Mass Awards	Chapter 3, Module 5, Workforce Relations Using the DCPDS.
Mass Salary	Chapter 6, Module 4, Staffing Using the DCPDS.

NOA Families Used in Staffing

Purpose

This section provides examples of the various Nature of Action (NOA) Families in staffing associated with the RPA on the **Navigation List**.



Note: Prefixes to NOAs:

A = Army NAF
 C = DOD Reconstruct-911
 D = Demo Projects
 L = China Lake Demo
 N = Air Force NAF
 P = Pseudo
 T = Transfer

Associated NOAs

Menu List	Associated NOAs																																																																																										
Appointment	<table border="1"> <tr><td>100</td><td>Career Appt</td></tr> <tr><td>101</td><td>Career-Cond Appt</td></tr> <tr><td>107</td><td>Emergency Appt</td></tr> <tr><td>108</td><td>Term Appt NTE _____</td></tr> <tr><td>112</td><td>Temp Appt PER</td></tr> <tr><td>115</td><td>Appt NTE _____</td></tr> <tr><td>120</td><td>O/S Ltd Appt</td></tr> <tr><td>122</td><td>O/S Ltd Appt NTE _____</td></tr> <tr><td>124</td><td>Appt-Status Quo</td></tr> <tr><td>130</td><td>Transfer</td></tr> <tr><td>132</td><td>Mass Transfer</td></tr> <tr><td>140</td><td>Reins-Career</td></tr> <tr><td>141</td><td>Reins-Career-Cond</td></tr> <tr><td>142</td><td>SES Career Appt</td></tr> <tr><td>143</td><td>Reins-SES Career</td></tr> <tr><td>145</td><td>Transfer SES Career</td></tr> <tr><td>146</td><td>SES Noncareer Appt</td></tr> <tr><td>147</td><td>Transfer SES Noncareer</td></tr> <tr><td>148</td><td>SES Ltd Term Appt NTE _____</td></tr> <tr><td>149</td><td>SES Ltd Emergency Appt NTE _____</td></tr> <tr><td>156</td><td>CZ Appt-Status Quo</td></tr> <tr><td>157</td><td>CA Transfer</td></tr> <tr><td>170</td><td>Exc Appt</td></tr> <tr><td>171</td><td>Exc Appt NTE _____</td></tr> <tr><td>190</td><td>Provisional Appt NTE _____</td></tr> <tr><td>198</td><td>Interim Appt in Nonduty Status</td></tr> <tr><td>199</td><td>Interim Appt</td></tr> <tr><td>A010</td><td>Appointment</td></tr> <tr><td>A011</td><td>Appointment (Concurrent)</td></tr> <tr><td>A012</td><td>Appointment Limited Tenure NTE _____</td></tr> <tr><td>A015</td><td>Appointment Public Law 101-508</td></tr> <tr><td>A016</td><td>Reinstatement</td></tr> <tr><td>A018</td><td>Appointment - Transfer of Function</td></tr> <tr><td>A020</td><td>Appointment - Summer Hire NTE _____</td></tr> <tr><td>A021</td><td>Transfer In</td></tr> <tr><td>A024</td><td>Reemployment</td></tr> <tr><td>A026</td><td>Emergency Hire NTE _____</td></tr> <tr><td>C100</td><td>Career Appt</td></tr> <tr><td>C101</td><td>Career-Cond Appt</td></tr> <tr><td>C107</td><td>Emergency Appt</td></tr> <tr><td>C108</td><td>Term Appt NTE _____</td></tr> <tr><td>C112</td><td>Temp Appt PER</td></tr> <tr><td>C115</td><td>Appt NTE _____</td></tr> <tr><td>C120</td><td>O/S Ltd Appt</td></tr> <tr><td>C122</td><td>O/S Ltd Appt NTE _____</td></tr> </table>	100	Career Appt	101	Career-Cond Appt	107	Emergency Appt	108	Term Appt NTE _____	112	Temp Appt PER	115	Appt NTE _____	120	O/S Ltd Appt	122	O/S Ltd Appt NTE _____	124	Appt-Status Quo	130	Transfer	132	Mass Transfer	140	Reins-Career	141	Reins-Career-Cond	142	SES Career Appt	143	Reins-SES Career	145	Transfer SES Career	146	SES Noncareer Appt	147	Transfer SES Noncareer	148	SES Ltd Term Appt NTE _____	149	SES Ltd Emergency Appt NTE _____	156	CZ Appt-Status Quo	157	CA Transfer	170	Exc Appt	171	Exc Appt NTE _____	190	Provisional Appt NTE _____	198	Interim Appt in Nonduty Status	199	Interim Appt	A010	Appointment	A011	Appointment (Concurrent)	A012	Appointment Limited Tenure NTE _____	A015	Appointment Public Law 101-508	A016	Reinstatement	A018	Appointment - Transfer of Function	A020	Appointment - Summer Hire NTE _____	A021	Transfer In	A024	Reemployment	A026	Emergency Hire NTE _____	C100	Career Appt	C101	Career-Cond Appt	C107	Emergency Appt	C108	Term Appt NTE _____	C112	Temp Appt PER	C115	Appt NTE _____	C120	O/S Ltd Appt	C122	O/S Ltd Appt NTE _____
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NOA Families Used in Staffing, Continued

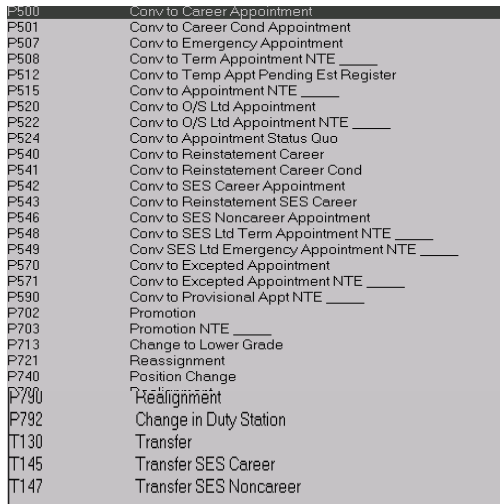
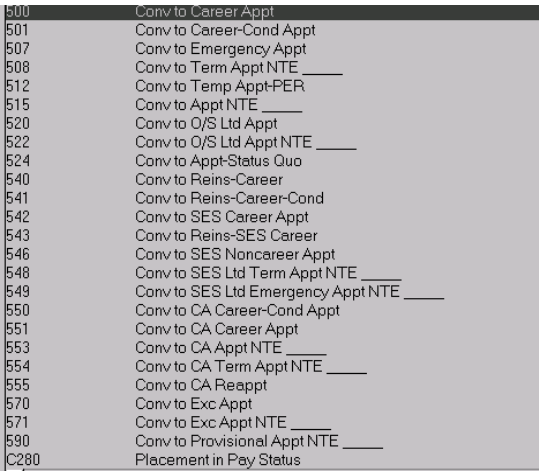
Associated NOAs (continued)

Menu List	Associated NOAs
Appointment (cont)	<p> C199 Interim Appt N010 Appointment N012 Appointment NTE _____ N015 Appointment - Public Law 101-508 N016 Reinstatement N018 Appointment - Transfer of Function N020 Appointment - Summer Aid NTE _____ N021 Transfer-In N022 Appointment - Student Aid NTE _____ N024 Reemployment P500 Conv to Career Appointment P501 Conv to Career Cond Appointment P507 Conv to Emergency Appointment P508 Conv to Term Appointment NTE _____ P512 Conv to Temp Appt Pending Est Register P515 Conv to Appointment NTE _____ P520 Conv to O/S Ltd Appointment P522 Conv to O/S Ltd Appointment NTE _____ P524 Conv to Appointment Status Quo P540 Conv to Reinstatement Career P541 Conv to Reinstatement Career Cond P542 Conv to SES Career Appointment P543 Conv to Reinstatement SES Career P546 Conv to SES Noncareer Appointment P548 Conv to SES Ltd Term Appointment NTE _____ P549 Conv SES Ltd Emergency Appointment NTE _____ P570 Conv to Excepted Appointment P571 Conv to Excepted Appointment NTE _____ P590 Conv to Provisional Appt NTE _____ P702 Promotion P703 Promotion NTE _____ P713 Change to Lower Grade P721 Reassignment P740 Position Change P790 Realignment P792 Change in Duty Station T130 Transfer T145 Transfer SES Career T147 Transfer SES Noncareer T500 Conv to Career Appointment T501 Conv to Career Cond Appointment T507 Conv to Emergency Appointment T508 Conv to Term Appointment NTE _____ T512 Conv to Temp Appt Pending Est Register T515 Conv to Appointment NTE _____ T520 Conv to O/S Ltd Appointment T522 Conv to O/S Ltd Appointment NTE _____ T524 Conv to Appointment Status Quo T540 Conv to Reinstatement Career T541 Conv to Reinstatement Career Cond T542 Conv to SES Career Appointment T543 Conv to Reinstatement SES Career T546 Conv to SES Noncareer Appointment T548 Conv to SES Ltd Term Appointment NTE _____ T549 Conv SES Ltd Emergency Appointment NTE _____ T570 Conv to Excepted Appointment T571 Conv to Excepted Appointment NTE _____ T590 Conv to Provisional Appt NTE _____ T702 Promotion T703 Promotion NTE _____ T713 Change to Lower Grade T721 Reassignment T740 Position Change T790 Realignment T792 Change in Duty Station T800 Change in Data Element </p>

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
CAO/Transfer- Chg Appoint Office - Interagency	 <p> P500 Conv to Career Appointment P501 Conv to Career Cond Appointment P507 Conv to Emergency Appointment P508 Conv to Term Appointment NTE _____ P512 Conv to Temp Appt Pending Est Register P515 Conv to Appointment NTE _____ P520 Conv to O/S Ltd Appointment P522 Conv to O/S Ltd Appointment NTE _____ P524 Conv to Appointment Status Quo P540 Conv to Reinstatement Career P541 Conv to Reinstatement Career Cond P542 Conv to SES Career Appointment P543 Conv to Reinstatement SES Career P546 Conv to SES Noncareer Appointment P548 Conv to SES Ltd Term Appointment NTE _____ P549 Conv SES Ltd Emergency Appointment NTE _____ P570 Conv to Excepted Appointment P571 Conv to Excepted Appointment NTE _____ P590 Conv to Provisional Appt NTE _____ P702 Promotion P703 Promotion NTE _____ P713 Change to Lower Grade P721 Reassignment P740 Position Change P790 Reassignment P792 Change in Duty Station T130 Transfer T145 Transfer SES Career T147 Transfer SES Noncareer </p>
Conv to Appt	 <p> 500 Conv to Career Appt 501 Conv to Career-Cond Appt 507 Conv to Emergency Appt 508 Conv to Term Appt NTE _____ 512 Conv to Temp Appt-PER 515 Conv to Appt NTE _____ 520 Conv to O/S Ltd Appt 522 Conv to O/S Ltd Appt NTE _____ 524 Conv to Appt-Status Quo 540 Conv to Reins-Career 541 Conv to Reins-Career-Cond 542 Conv to SES Career Appt 543 Conv to Reins-SES Career 546 Conv to SES Noncareer Appt 548 Conv to SES Ltd Term Appt NTE _____ 549 Conv to SES Ltd Emergency Appt NTE _____ 550 Conv to CA Career-Cond Appt 551 Conv to CA Career Appt 553 Conv to CA Appt NTE _____ 554 Conv to CA Term Appt NTE _____ 555 Conv to CA Reappt 570 Conv to Exc Appt 571 Conv to Exc Appt NTE _____ 590 Conv to Provisional Appt NTE _____ C280 Placement in Pay Status </p>

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Conv to Appt (cont)	<div> C292 RTD C293 Return to Pay Status C300 Retirement-Mandatory C301 Retirement-Disability C302 Retirement-Voluntary C303 Retirement-Special Option C304 Retirement-ILIA C312 Resignation-ILIA C317 Resignation C330 Removal C350 Death C351 Termination-Sponsor Relocating C352 Termination-Appt In _____ C353 Separation-US C355 Termination-Exp of Appt C356 Separation-RIF C357 Termination C385 Termination During Prob/Trial Period C390 Separation-Appt In _____ C430 Placement in Nonpay Status C450 Suspension NTE _____ C452 Suspension-Indefinite C460 LWOP NTE _____ C462 LWP NTE _____ C471 Furlough C472 Furlough NTE _____ C473 LWOP-US C480 Sabbatical NTE _____ C500 Conv to Career Appointment C501 Conv to Career-Cond Appointment C507 Conv to Emergency Appointment C508 Conv to Term Appointment NTE _____ C512 Conv to Temp Appt Pending Est Register C515 Conv to Appointment NTE _____ C520 Conv to O/S Ltd Appointment C522 Conv to O/S Ltd Appointment NTE _____ C524 Conv to Appointment Status Quo C540 Conv to Reinstatement Career C541 Conv to Reinstatement Career Cond C542 Conv to SES Career Appointment C543 Conv to Reinstatement SES Career C546 Conv to SES Noncareer Appointment C548 Conv to SES Ltd Term Appointment NTE _____ C549 Conv SES Ltd Emergency Appointment NTE _____ C550 Conv to CA Career-Cond Appt C551 Conv to CA Career Appt C553 Conv to CA Appt NTE _____ C554 Conv to CA Term Appt NTE _____ </div>

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Conv to Appt (cont)	<div> C555 Conv to CA Report C570 Conv to Excepted Appointment C571 Conv to Excepted Appointment NTE _____ C590 Conv to Provisional Appt NTE _____ C702 Promotion C703 Promotion NTE _____ C713 Change to Lower Grade C721 Reassignment C740 Position Change C741 Psn Chg NTE _____ C750 Continuance NTE _____ C755 Exception to RIF Release C760 Ext of Appt NTE _____ C762 Ext of SES Limited Appt NTE _____ C765 Ext of Term Appt NTE _____ C769 Ext of Promotion NTE _____ C770 Ext of Psn Chg NTE _____ C772 Ext of Furlough NTE _____ C773 Ext of LWOP NTE _____ C780 Name Chg from _____ C781 Chg in Work Schedule C782 Chg in Hours C790 Realignment C792 Change in Duty Station C800 Change in Data Element C803 Chg in Retirement Plan C805 Elected Full Living Benefits C806 Elected Partial Living Benefits C810 Chg in Allowance/Differential C815 Recruitment Bonus C816 Relocation Bonus C818 AUO C819 Availability Pay C825 Separation Incentive C850 MD/DDS Special Pay C855 Head Nurse Pay C866 Termination of Grade Retention C867 Interim WGI C868 Termination of Interim WGI C872 Time Off Award C873 Foreign Language Award C874 Gainsharing Award C875 Suggestion Award C876 Invention Award C877 Special Act or Service Award C878 SES Rank Award C879 SES Performance Award C880 Chg in Tenure Group C881 Change FEGLI C874 Gainsharing Award C875 Suggestion Award C876 Invention Award C877 Special Act or Service Award C878 SES Rank Award C879 SES Performance Award C880 Chg in Tenure Group C881 Change FEGLI C882 Chg in SCD C883 Chg in Vet Pref C885 Performance Award C888 Denial of Within-grade Inc C891 GM WGI C892 Quality Inc C893 Within-grade Inc C894 Pay Adj C895 Locality Payment C899 Step Adj C930 Detail NTE _____ C931 Detail - Extension NTE _____ C932 Termination of Detail C934 Lump Sum Realignment Incentive C946 Detail NTE _____ C947 Extension of Detail NTE _____ C948 Termination of Detail </div>

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NOA Families Used in Staffing, Continued

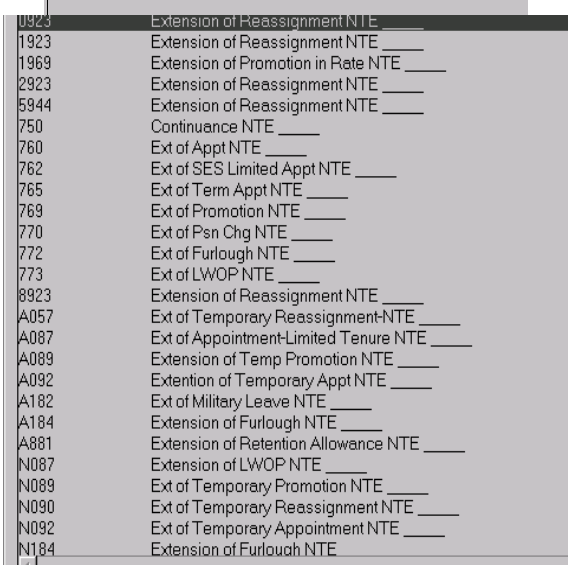

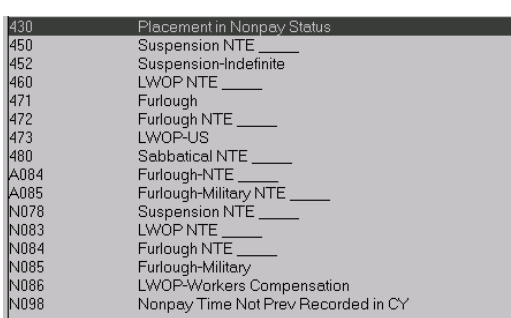
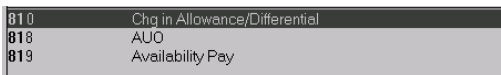
Associated NOAs (continued)

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Award – One Time Payment	<table border="1"> <thead> <tr> <th>Code</th><th>Nature of Action</th></tr> </thead> <tbody> <tr><td>0926</td><td>Foreign Language Proficiency Pay</td></tr> <tr><td>0927</td><td>Chg in Foreign Language Proficiency Pay</td></tr> <tr><td>0928</td><td>Termination Foreign Language Prof Pay</td></tr> <tr><td>0991</td><td>Air Force Demo Bonus</td></tr> <tr><td>7967</td><td>Recognition Bonus</td></tr> <tr><td>815</td><td>Recruitment Bonus</td></tr> <tr><td>816</td><td>Relocation Bonus</td></tr> <tr><td>825</td><td>Separation Incentive</td></tr> <tr><td>872</td><td>Time Off Award</td></tr> <tr><td>873</td><td>Foreign Language Award</td></tr> <tr><td>874</td><td>Gainsharing Award</td></tr> <tr><td>875</td><td>Suggestion Award</td></tr> <tr><td>876</td><td>Invention Award</td></tr> <tr><td>877</td><td>Special Act or Service Award</td></tr> <tr><td>878</td><td>SES Rank Award</td></tr> <tr><td>879</td><td>SES Performance Award</td></tr> <tr><td>885</td><td>Performance Award</td></tr> <tr><td>934</td><td>Lump Sum Realignment Incentive</td></tr> <tr><td>C815</td><td>Recruitment Bonus</td></tr> <tr><td>C816</td><td>Relocation Bonus</td></tr> <tr><td>C825</td><td>Separation Incentive</td></tr> <tr><td>C872</td><td>Time Off Award</td></tr> <tr><td>C873</td><td>Foreign Language Award</td></tr> <tr><td>C874</td><td>Gainsharing Award</td></tr> <tr><td>C875</td><td>Suggestion Award</td></tr> <tr><td>C876</td><td>Invention Award</td></tr> <tr><td>C877</td><td>Special Act or Service Award</td></tr> <tr><td>C878</td><td>SES Rank Award</td></tr> <tr><td>C879</td><td>SES Performance Award</td></tr> <tr><td>D891</td><td>Merit Increase</td></tr> </tbody> </table>	Code	Nature of Action	0926	Foreign Language Proficiency Pay	0927	Chg in Foreign Language Proficiency Pay	0928	Termination Foreign Language Prof Pay	0991	Air Force Demo Bonus	7967	Recognition Bonus	815	Recruitment Bonus	816	Relocation Bonus	825	Separation Incentive	872	Time Off Award	873	Foreign Language Award	874	Gainsharing Award	875	Suggestion Award	876	Invention Award	877	Special Act or Service Award	878	SES Rank Award	879	SES Performance Award	885	Performance Award	934	Lump Sum Realignment Incentive	C815	Recruitment Bonus	C816	Relocation Bonus	C825	Separation Incentive	C872	Time Off Award	C873	Foreign Language Award	C874	Gainsharing Award	C875	Suggestion Award	C876	Invention Award	C877	Special Act or Service Award	C878	SES Rank Award	C879	SES Performance Award	D891	Merit Increase
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NOA Families Used in Staffing, Continued

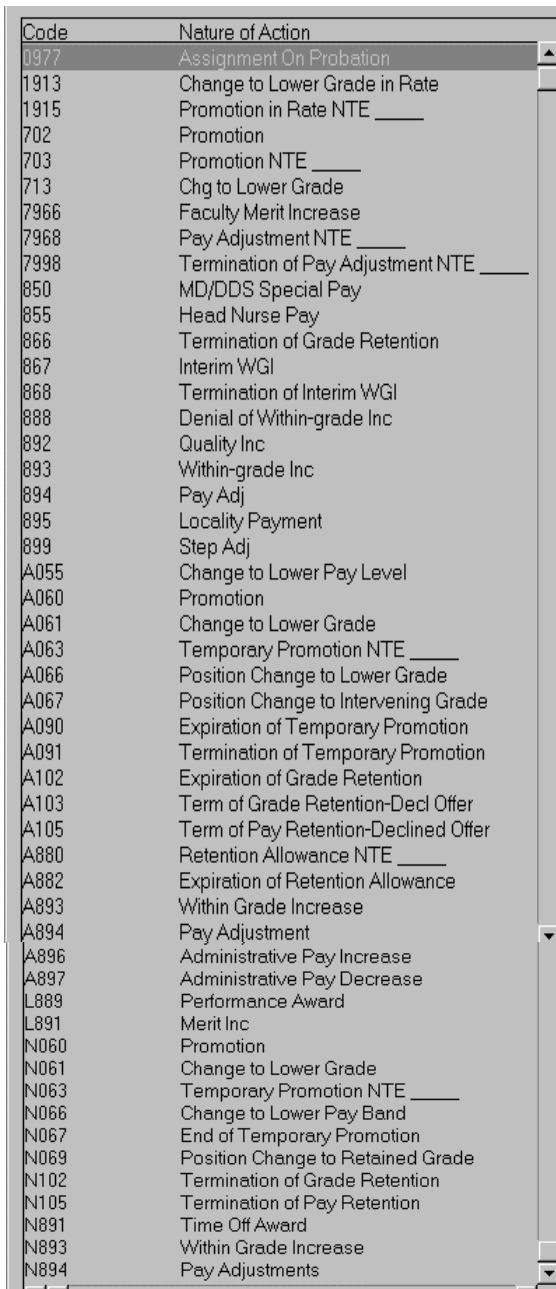
Associated NOAs (continued)

Menu List	Associated NOAs
Extension of NTE	 <p>0923 Extension of Reassignment NTE ____ 1923 Extension of Reassignment NTE ____ 1969 Extension of Promotion in Rate NTE ____ 2923 Extension of Reassignment NTE ____ 5944 Extension of Reassignment NTE ____ 750 Continuance NTE ____ 760 Ext of Appt NTE ____ 762 Ext of SES Limited Appt NTE ____ 765 Ext of Term Appt NTE ____ 769 Ext of Promotion NTE ____ 770 Ext of Psn Chg NTE ____ 772 Ext of Furlough NTE ____ 773 Ext of LWOP NTE ____ 8923 Extension of Reassignment NTE ____ A057 Ext of Temporary Reassignment-NTE ____ A087 Ext of Appointment-Limited Tenure NTE ____ A089 Extension of Temp Promotion NTE ____ A092 Extension of Temporary Appt NTE ____ A182 Ext of Military Leave NTE ____ A184 Extension of Furlough NTE ____ A881 Extension of Retention Allowance NTE ____ N087 Extension of LWOP NTE ____ N089 Ext of Temporary Promotion NTE ____ N090 Ext of Temporary Reassignment NTE ____ N092 Ext of Temporary Appointment NTE ____ N184 Extension of Furlough NTE ____</p>
Long Term Training	 <p>5978 Assignment to Long-Term Training 5979 Completion of Long-Term Training</p>
NonPay/Non Duty Status	 <p>430 Placement in Nonpay Status 450 Suspension NTE ____ 452 Suspension-Indefinite 460 LWOP NTE ____ 471 Furlough 472 Furlough NTE ____ 473 LWOP-US 480 Sabbatical NTE ____ A084 Furlough-NTE ____ A085 Furlough-Military NTE ____ N078 Suspension NTE ____ N083 LWOP NTE ____ N084 Furlough NTE ____ N085 Furlough-Military N086 LWOP-Workers Compensation N098 Nonpay Time Not Prev Recorded in CY</p>
Other Pay	 <p>810 Chg in Allowance/Differential 818 AJO 819 Availability Pay</p>

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

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